

## ***IOWA DISTRICT COURT, FIFTH JUDICIAL DISTRICT***

---

<b>IN RE: POLK COUNTY JUDICIAL MAGISTRATES ASSIGNMENTS FOR 2013</b>	<b>ADMINISTRATIVE ORDER 2012-36</b>
---	-------------------------------------

---

**WHEREAS** it is necessary to determine dockets and assignments to distribute the workload of the eight Polk County Judicial Magistrates in order to fully utilize these judicial resources and to promote the ideal of efficient court administration for the public and court system:

**THEREFORE, IT IS HEREBY ORDERED THAT:**

1. The Polk County Magistrates shall primarily preside over the areas of Chapter 229 Mental Health and Chapter 125 Substance Abuse Adult Involuntary Commitments, Small Claims proceedings, Suburban Traffic Court matters and in City of Des Moines/State Traffic Court as needed through scheduling by Court Administration. In addition, Magistrates may be called upon to preside over any court in Polk County for which judicial magistrates have statutory authority on a temporary basis. Magistrates shall be responsible for all orders and other paperwork associated with the Mental Health and Substance Abuse Adult Involuntary Commitment cases during regular business hours.

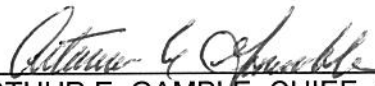
2. As Magistrates are not allowed vacation, quasi-judicial or compensatory time off, before any absence from Polk County on a day(s) for which the Magistrate is scheduled to cover a court assignment, such Magistrate shall arrange with another Judicial Magistrate from Polk County, or if no Polk County Magistrate is available to provide coverage, with a Judicial Magistrate in another county of the Fifth Judicial District, to cover and attend to the Judicial Magistrate's designated responsibilities.

3. Polk County Magistrate Court shall be in session from 8:00 a.m. to 4:30 p.m., Monday through Friday except legal holidays or as otherwise approved by the Chief Judge. On days the Magistrates are assigned to cover court, Magistrates may take a reasonable lunch

break over the noon hour but shall otherwise be accessible at the court facility to the Clerk of Court and the public while Magistrate Court is in session. Additionally on days when Magistrates are assigned to cover court they shall exclusively serve as judicial officers and shall not perform legal duties associated with their private practice.

4. The attached Exhibit "A" shall constitute the Judicial Magistrate assignments for the four-year terms of office retroactively beginning August 1, 2011, and shall remain in effect unless modified by order of the Chief Judge. The attached Exhibit "B" shall constitute the daily assignment of Polk County Magistrate Court until further order.

Dated this 4<sup>th</sup> day of October, 2012

  
ARTHUR E. GAMBLE, CHIEF JUDGE  
Fifth Judicial District of Iowa

Copies to:  
Chief Justice Mark Cady, Iowa Supreme Court  
Liaison Justice David Wiggins, Iowa Supreme Court  
State Court Administrator, David Boyd  
Fifth Judicial District Judges, Staff and  
Stakeholders by e-mail and  
Posting on Judicial Branch Website

FILED  
POLK COUNTY, IA.  
12 OCT -4 PM 2:46  
CLERK DISTRICT COURT

# Exhibit A – Admin. Order 2012-36 AMENDED Polk County Magistrates Docket Rotation

Docket/ DATES	August 1, 2011	February 6, 2012	August 6, 2012	February 4, 2013	August 5, 2013	February 4, 2014	August 4, 2014	February 2, 2015	August 3, 2015
Small Claims 1	3	1	6	1	2	4	8	1	3
Small Claims 3	1	3	1	7	6	1	2	4	1
Small Claims 2	5	8	3	6	7	2	4	5	8
MH/Small Claims 1	4	5	8	3	1	7	1	2	4
Suburban Traffic	2	7	5	8	3	5	7	8	2
Small Claims 4	7	6	4*	5	8	3	6	7	6
Small Claims 5	8	OPEN	2*	4	5	8	3	6	7
MH/Small Claims 2	6	2	7	2	4	6	5	3	5
1 Blair Bennett			Small Claims 1			Monday and Tuesday			
2 Heather Dickinson			Small Claims 2			Wednesday and Thursday			
3 David Erickson			Small Claims 3			Monday and Tuesday (overflow for MH Hrgs.)			
4 Becky Goettsch			Small Claims 4			Thursday and Friday			
5 Jeff Lipman			Small Claims 5			Wednesday and Friday (overflow for MH Hrgs.)			
6 James Piazza, Sr.			Suburban Traffic			Wednesday and Thursday			
7 Joe Seidlin			MH/Small Claims 1			Monday and Tuesday (MH a.m. as needed)			
8 David Welu			MH/Small Claims 2			Wednesday* and Friday (MH a.m. as needed)			

*\*Changes effective Friday, October 12, 2012*

**Exhibit B: Administrative Order 2012-36**

**Polk County Magistrate Court Dockets**

Monday	Tuesday	Wednesday*	Thursday	Friday
Small Claims 1	Small Claims 1	Small Claims 2	Small Claims 2	Small Claims 5 **
Small Claims 3**	Small Claims 3**	Suburban Traffic	Suburban Traffic	Small Claims 4
MH/SC 1	MH/ SC 1	MH/ SC 2	Small Claims 4	MH/SC 2
		Small Claims 5**		

\*If insufficient courtrooms, Magistrate reviews defaults and motions, assists with questions on case files, et cetera.

\*\* Overflow judge for Mental Health or Substance Abuse Commitment hearings as needed